



Elliott Brothers Limited, Millbank Wharf, Northam, Southampton, Hampshire, SO14 5AG.

Employment Application Form

Please complete all sections of this application form and return to the address above, for the attention of the H.R. Manager, Private & Confidential:

Position Applied for:

Branch Location of Job you are applying for:

If you are unsuccessful in the role you are applying for, but would consider roles at other Branches, please tick accordingly:

| | | | | | |
|-----------------|--------------------------|----------------|--------------------------|-----------|--------------------------|
| Bishops Waltham | <input type="checkbox"/> | Chandlers Ford | <input type="checkbox"/> | Eastleigh | <input type="checkbox"/> |
| Fareham | <input type="checkbox"/> | Fordingbridge | <input type="checkbox"/> | Ringwood | <input type="checkbox"/> |
| Romsey | <input type="checkbox"/> | Southampton | <input type="checkbox"/> | Totton | <input type="checkbox"/> |
| Winchester | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |

Personal Information

| | | | | | |
|----------------|-----------------------------|------------------------------|-------------------------------|------------------------------|-----------------------------|
| Title | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Other | <input type="text"/> |
| Full Forenames | <input type="text"/> | | | | |
| Known as | <input type="text"/> | | | | |
| Surname | <input type="text"/> | | | | |
| Address | <input type="text"/> | | | | |
| Post Code | <input type="text"/> | | | | |
| Telephone | Home | <input type="text"/> | Mobile | <input type="text"/> | |
| | Work | <input type="text"/> | May we phone you at work? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| E-mail | <input type="text"/> | | | | |

Criminal Convictions

Please provide details of criminal convictions below. Unless stated otherwise you do not need to provide details of convictions which are "spent", as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

Please write "NONE" if appropriate.

| |
|--|
| |
| |

Health

The Disability Discrimination Act 1995. The Disability Discrimination Act defines a person as having a disability if he or she "has a physical or mental impairment which has substantial and long term adverse effect on his or her ability to carry out normal day to day activities". Wherever possible and reasonable we will make adjustments to enable a person with a disability to access the applications and appointment process fairly.

Do you consider yourself to have a disability? Yes No

If yes, indicate here if you are aware of any adjustments the company could make to help you apply for, or carry out the job you have applied for, including any special requirements at interview.

| |
|--|
| |
| |

Number of day's absence from work due to sickness in the past two years?

Number of occasions?

Reason (s) for the periods of absence:

| |
|--|
| |
| |

Have you ever suffered from, or seen a Doctor for any of the following?

Back Problems Shoulder Problems Neck Problems Any other musculo-skeletal problems

If you have ticked any of the above please give details:

| |
|--|
| |
| |

Please note that some of the jobs at Elliott Brothers require a significant amount of manual handling, and therefore it is necessary to gather the information above.

Employment History

Current or Last Employment

COMPANY NAME

Company Address:

Postcode:

Date employed:

from

to

Job Title

Notice Required

Current/Last Salary

£

Main Duties

Reason for Leaving

Referee's Name

Telephone Number:

Fax Number:

E-mail:

Previous Employment (start with most recent)

Please complete your employment history in full for the last 10 years. Continue on another sheet if necessary.

1) Company Name:

Address:

Date employed from to

Job Title

Salary on Leaving £

Main Duties

Reason for Leaving

Referee's Name

Telephone Number:

Fax Number:

E-mail:

2) Company Name:

Address:

Date employed from to

Job Title

Salary on Leaving £

Main Duties

Reason for Leaving

Referee's Name

Telephone Number:

Fax Number:

E-mail:

3) **Company Name:**

Address:

Date employed

from

to

Job Title

Salary on Leaving

 £

Main Duties

Reason for Leaving

Referee's Name

Telephone Number:

Fax Number:

E-mail:

Secondary Employment

To help us meet our statutory duty to comply with the Working Time Regulations 1998, please answer the following questions.

Do you currently have a second employer?

Yes

No

If yes, how many hours do you work per week?

Would you continue with this employment if you were successful in your application? Yes No

Company Name

Referee's Name

Address

Postcode:

Telephone Number

Date Started

Main Duties

Education & Training

Secondary School/Colleges

Please give details of qualifications up to A level standard or equivalent.

| School Attended | Subject | Year Taken | Grades Achieved |
|-----------------|---------|------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Further Education

| Establishment Attended | Subject | Year Taken | Grades Achieved |
|------------------------|---------|------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Other Languages spoken

| Language | Level |
|----------|-------|
| | |
| | |
| | |
| | |

Professional and Other Qualifications

Please give details of any professional qualifications and training courses you have attended, e.g. first aid. Please also give details of any IT and/or software skills.

| |
|--|
| |
| |
| |

Interests & Hobbies

Please give details of membership of clubs/societies, voluntary experience etc & other leisure interests.

| |
|--|
| |
| |
| |

Reason for Applying/Additional Information

| |
|--|
| |
| |
| |

Data Protection

Elliott Brothers Ltd will process the personal information provided by you in the Application Form in accordance with the Data Protection Act 1998.

Should your application be unsuccessful or if your application is placed on hold pending a suitable vacancy arising, your personal information will be held on file for approximately 6 months. If you are successful in your application, this application form will be placed on your personnel file.

Declaration

I declare that to the best of my knowledge and belief, all the statements and information given in this form are true and complete and that I have not withheld any material facts. I accept that knowingly providing false or misleading information could result in my dismissal.

I consent to the company obtaining references from any of my current or previous employers. Note: We will only seek a reference from your current employer once an offer has been made. All offers of employment will be subject to references being satisfactory to the company. If you have not worked before then we will request two professional people who will act as a personal referee (not relatives).

Signature:

| |
|--|
| |
|--|

Date:

| |
|--|
| |
|--|

FOR INTERNAL MANAGEMENT USE ONLY

| | |
|--|----------------------|
| Candidate selected for interview? | YES / NO Reasons: |
| If candidate was interviewed, are they successful? | YES / NO Reasons: |